

**Minutes of the Regular Meeting
of the Board of Library Trustees**
June 2, 2008



TRUSTEES PRESENT: Chair Bob Byrd, Jan Lieberman, Sandra Rich, Jack Spillane, Georgina Dinh

EXCUSED ABSENCE:

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF
THE PUBLIC:** Maria Daane, Executive Director, Library Foundation and Friends
Marty Hull, Logan Palanisamy, Betsy Megas, Kathy Watanabe, James Rowen,
Judy Hight

MATTERS FOR COUNCIL ACTION:

None

I. CALL TO ORDER

Chair Byrd called the meeting to order at 7:05 p.m. Introductions were made around the room.

II. MINUTES OF THE MAY 5, 2008 MEETING

Chair Byrd asked the board for comments or corrections regarding the minutes for the May 5, 2008 meeting. Following a brief discussion, Trustee Lieberman made a motion to approve the May 5, 2008 minutes as written, with a second from Trustee Spillane. The May 5, 2008 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

None

IV. GIFTS

Maria Daane, Executive Director of the Foundation and Friends, stated that the Foundation had received a gift of \$3,000 from National Semiconductor to assist with the funding for Brainfuse online homework help. Also noted was a donation of 300 children's books over nine months from Library Trustee Rich. Approximately one half was added to the library collection and one half was sold at a premium in the Friends book store. Additionally, Ms. Daane thanked Trustee Spillane and his wife, Shirley, for their donation for the Library collection of language learning CD's in many languages. Chair Byrd thanked Trustees Rich and Spillane for their generous gifts. Trustee Rich made a motion to accept the gift from National Semiconductor with a second from Trustee Lieberman. The gift was accepted by a unanimous vote.

V. PUBLIC PRESENTATIONS

A. Library Foundation

Executive Director, Maria Daane, presented the following activities of the Foundation and Friends:

- . The Foundation and Friends were given a clean audit through June 2007.
- . The next audit will cover two years – 2007 through 2009.
- . The goals set at the Foundation Board of Directors meeting in November 2007 have proven to be solid guidelines for success. Individual outreach, corporate outreach, and recruitment for the Board committees are continuing. There are now 12 voting members on the Foundation Board and several non-voting members. The Foundation and Friends currently has 80 volunteers. The City Librarian stated that the Library Board of Trustees will be nominating a new representative to the Foundation Board with the “retirement” of Trustee Rich, who is the current representative. Chair Byrd thanked Trustee Rich for her service as the Library Board’s liaison to the Foundation Board.

B. Public Presentation – Member of the Public (not agendized)

James Rowen, a member of the public and former Library Board member, asked if he could make a brief presentation. He commented that the building of the Northside Branch Library and building a new stadium in the Northside area were not mutually exclusive, and that both projects could proceed without impacting each other.

VI. OLD BUSINESS

A. Northside Branch Library

The City Librarian stated that two City Council Budget Study Sessions had been held with the Northside Branch Library as one of the discussion points. The first meeting was a budget study session of the Five Year CIP Budget. Items discussed relating to the Northside Branch Library were the estimated cost of construction, and a new item, the cost of LEED Silver Certification which is required for any new construction of City buildings over 5,000 s.f.. The Friends for the Northside Branch Library has asked for a larger size community room, and Council is studying various options. The second Council meeting was an Operating Budget Study Session that discussed the cost to operate the Northside Branch Library. The next scheduled Council meeting will be a public hearing for the CIP and Operating Budgets. Trustee Spillane asked if there was a proposed start date for building the Northside Branch and if the City would use the same architect that built the Central Park Library. The City Librarian stated that the City would be evaluating a process for hiring an architect to design the building; the proposed timeline indicates the start of design in Summer 2009, with construction to follow. Chair Byrd asked if there were any further comments, and a member of the public, Kathy Watanabe, asked to comment. She stated that the Friends for the Northside Branch Library will be meeting with the City Manager to discuss the size of the library and its community rooms, and the community’s need to accommodate the various groups that meet regularly in the area.

VII. NEW BUSINESS

A. Recognition of Trustees Rich and Spillane

(Moved to “Matters of Trustee Interest”)

B. Summer Reading Program

The City Librarian introduced Erin Ulrich, Program Coordinator for Youth & Extension Services, who gave a presentation of activities for the 2008 Summer Reading Program. The kickoff party is scheduled for Saturday, June 7, 2008. In addition to reading books, summer activities will include movies, live demonstration programs, storytimes, Agilent science programs, book discussions, a knitting class for teens, music programs, and the ever popular Henna tattoos. Marty Hull, member of the public, asked where the Summer Reading Program was advertised. Ms. Ulrich stated that the program was so popular that no advertising was required, and many people heard about it through word of mouth. Trustee Dinh asked who funded the gift cards and book giveaways. Ms. Ulrich stated that India Cash and Carry had provided a generous donation in support of the 2008 program, and the Foundation and Friends will also provide funding. Chair Byrd stated that the Summer Reading Program was a wonderful way to get kids “hooked on books” and avid reading served as a stimulus for doing well in school. He is pleased to see that the Santa Clara Summer Reading Program is such a success.

VIII. CITY LIBRARIAN’S REPORT

A. Library Monthly Report – April 2008

The City Librarian reviewed the statistics in the April 2008 Monthly Report.

B. Personnel

- . Morgan Pershing, the new 0.5 FTE Librarian I, started work on Monday, 6/2/08.
- . The job announcement for Assistant City Librarian will be issued Tuesday, 6/3/08.

C. Activities

- . A Girl Scout troop collected donations for the Silicon Valley Humane Society
- . The Small Business Administration workshop had 65 in attendance
- . NASA Program will be held June 4, 2008.
- . Kaiser is presenting two programs in June:
 - Cooking with Kids
 - Educational Theater Program: Health Lifestyles
- . A second program for Cherokee genealogy will be held
- . Internet class will be presented for speakers of Chinese

XI. ADJOURNMENT (taken out of order)

There being no further business, Chair Byrd stated that there would be no July 2008 meeting and asked for a motion to adjourn the meeting to August 4, 2008. Trustee Lieberman made the motion to adjourn to August 4, 2008, with a second by Trustee Spillane. The motion passed unanimously.

IX. MATTERS OF TRUSTEE INTEREST (taken out of order)

Chair Byrd acknowledged Trustees Rich and Spillane for their eight years of service on the Board of Library Trustees. He briefly highlighted library activities of the last eight years and thanked them both for their hard work and dedication to the library. The City Librarian expressed her appreciation for their contributions. Gifts were presented to each trustee, and cake and coffee were served.

X. CALENDAR

- . No meeting in July 2008
- . Friday, July 4, 2008 – City Holiday – Library Closed
- . Monday, August 4, 2008, Board of Library Trustees meeting, 7:00 p.m., Board Room

Respectfully submitted,

Sandra Rich
Secretary to the Library Board of Trustees

KKS:SR:HB:hb